



SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN

(Autonomous)

(Approved by AICTE, Permanently Affiliated to JNTUK, Kakinada)
Vishnupur - Bhimavaram - 534 202

FACULTY HANDBOOK



S. No.	CONTENTS	Page No.
THE INSTITUTE		
1.1	The Management	01-02
1.2	Governing Body	02
1.3	Courses Offered	03
VISION, MISSION AND OBJECTIVES		
2.1	Vision	04
2.2	Mission	04
2.3	Values – Quality Policy	04
2.4	Strategic Plans	05
2.5	Organization Chart	06
HUMAN RESOURCE PLANNING		
3.1	Working Days and Timings	07
3.2	Job Responsibility	07
3.3	Salary & Disbursement	08
3.4	Teaching Schedule	08
3.5	Evaluation of Faculty by Students	08
SERVICE CONDITIONS		
4.1	Governing Body	09
4.2	Executive committee	09
4.3	Cadres of Staff and Strength	09
4.4	Qualifications & Experience	10
4.5	Scales of Pay	11
4.6	Method of Selection	12
4.7	Nature of Appointments	13

4.8	Appointing Authority	11
4.9	Probation & Seniority	11-13
BENEFITS / INCENTIVES		
5.1	Employees Provident Fund (EPF)	14
5.2	Incentives & Awards	14
5.3	Retirement Benefits	14
5.4	Faculty Development	14
LEAVE RULES		
6.1	General	15
6.2	Casual Leave	15
6.3	Special Causal Leave	15
6.4	Earned Leave	16
6.5	Half Pay Leave	16
6.6	Commutated Leave	16
6.7	Extraordinary Leave	16
6.8	Maternity Leave	17
6.9	Vacation	17
CODE OF CONDUCT		
7.1	DO's	18
7.2	DON'Ts	18
7.3	Discipline	19
7.4	Grievance Cell	19
ROLES AND RESPONSIBILITIES		
8	Roles and Responsibilities	20-26
FACILITIES & AMENITIES		
9	Facilities & Amenities	27

1. THE INSTITUTE

Shri Vishnu Engineering College for Women (SVECW) was established during the Academic Year 2001-02 with a view to empower women, particularly rural upliftment, in professional education. It is affiliated to the Jawaharlal Nehru Technological University Kakinada (JNTUK), Kakinada and approved by All India Council for Technical Education (AICTE), New Delhi.

1.1. The Management

a. SOCIETY

Sri Vishnu Educational Society was established in the year 1992 with a long cherished ambition to promote and disseminate knowledge and serve the cause of education, in general and technical / professional education, in particular.

With this lofty aim in mind, this society in collaboration with Dr. B.V.Raju Foundation launched the following Institutions:

▪ Shri Vishnu College of Pharmacy	-	1997 - 98
▪ Smt. B. Seetha Polytechnic	-	1997 - 98
▪ B. V. Raju College	-	1999 - 00
▪ Shri Vishnu Engineering College for Women	-	2001 - 02
▪ Vishnu Dental College	-	2002 - 03
▪ Vishnu Public School, Narsapur	-	2003 - 04
▪ Vishnu School, Bhimavaram	-	2003 - 04
▪ Smt. Sita Memorial school	-	2005 - 06
▪ Vishnu Institute of Pharmaceutical Education & Research	-	2007 - 08
▪ Vishnu Institute of Technology	-	2008 - 09
▪ BVRIT Hyderabad college of Engg. For women	-	2012 - 13
▪ Vishnu Educational Development and Innovation Centre	-	2016 - 17

This process has resulted in rapid development of the society. The continuous increase in the demand for the much needed Technical Human Resource and Empowerment of Women in particular made the society to start Shri Vishnu Engineering College for Women at Bhimavaram from the academic year 2001–02.

b. FOUNDER CHAIRMAN

The Founder Chairman of the Society was Dr. B.V. Raju, who hailed from a humble agricultural family of Kumudavalli near Bhimavaram. He was a graduate in Chemical Engineering from Benaras Hindu University (BHU) and also a Post Graduate in Management from Harvard University, USA.

He started his career in the Cement Industry and over a span of six decades established a number of cement factories in India and abroad and was considered to be a doyen of the Cement Industry. He served as Chairman of Cement Corporation of India.

After having made a mark in the Industrial sector, Dr. B.V. Raju decided to contribute towards the development of Education and also social cause. Towards meeting these objectives, he set up Dr. B.V.Raju Foundation and Sri Vishnu Educational Society.

In recognition of his services to Educational sector and society at large, he was awarded “Doctorate” by Jawaharlal Nehru Technological University (JNTU), Hyderabad and was conferred the coveted “Padmabhushan” by the Government of India.

c. CHAIRMAN

The present Chairman Sri K.V Vishnu Raju, is the Grandson of Dr. B.V.Raju. He graduated in Chemical Engineering from Regional Engineering College, Thiruchirappalli, obtained Masters Degree from the prestigious Michigan Technological University, USA and worked for two years in Du-Pont, one of the Worlds top ranking U.S. Chemical industries.

Sri K.V. Vishnu Raju is the motivating force in steering and expanding the horizons of the Foundation and Society towards excellence in all its academic and professional endeavours.

1.2. Governing Body

The Governing body of SVECW is constituted as per AICTE guidelines with the following members.

Sri K.V. Vishnu Raju, Chairman, SVES	Chairman
Sri R. Ravichandran, Vice-Chairman, SVES	Member
Sri K. Aditya Vissam, Secretary, SVES	Member
Dr. U. Chandra Sekhar, Program Director, WIPRO	Member
Dr. M. Swaroopa Rani, Professor-CE, UCEK,JNTUK	Member
Dr. Buddha Singh, School of Computer & Systems Sciences, JNU	Member
Mr. J. V. Satyanarayana Murthy, RJD-TE	Member
Sri JVSSRD Prasada Raju, Director(Admin), SVES	Member
Dr. D. Suryanarayana, Director, VIT	Member
Dr. P. Srinivasa Raju, Vice-Principal, SVECW	Member
Mrs. S.M. Padmaja, HOD-EEE, SVECW	Member
Dr. G. Srinivasa Rao, Principal, SVECW	Member Secretary

1.3. Courses Offered

The College offers the following courses, extending over a period of four years, leading to Bachelor Degree in Technology, two year P.G. Programme M.B.A. & M.Tech.

U.G. Bachelor of Technology

- Electronics and Communication Engineering: 120
- Computer Science and Engineering: 180
- Artificial Intelligence & Data Science: 120
- Artificial Intelligence & Machine Learning: 60
- Information Technology: 180
- Electrical and Electronics Engineering: 60
- Mechanical Engineering: 60
- Civil Engineering: 60

P.G.

- Master of Business Administration (MBA): 60
- M.Tech. (Power Electronics): 18
- M.Tech. (VLSI Design): 18
- M.Tech. (Software Engineering): 18
- M.Tech. (Computer Science & Engineering): 18

-----X X-----

2. VISION, MISSION AND OBJECTIVES

2.1. VISION

Transform the society through excellence in Education, Community empowerment and sustained Environmental protection.

2.2. MISSION

- To achieve Academic excellence through innovative learning practices
- To instill self confidence among rural students by supplementing with co-curricular and extra-curricular activities
- To inculcate discipline and values among students
- To establish centers for Institute Industry partnership
- To extend financial assistance for the economically weaker sections
- To create self employment opportunities and skill up gradation
- To support environment friendly Green Practices
- Creating innovation hubs

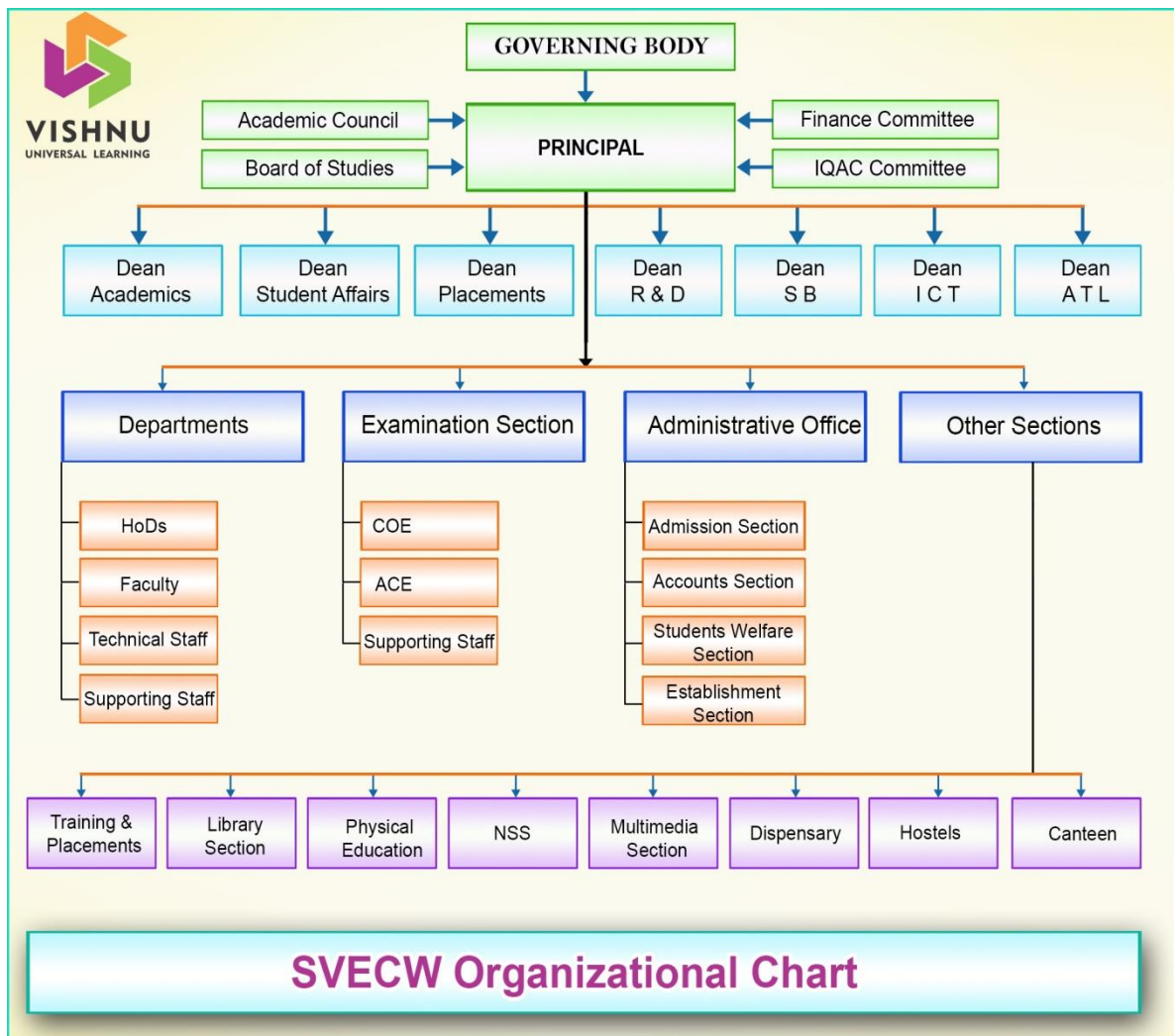
2.3. VALUES – Quality Policy:

- We strive for excellence in all that we do in order to model success for our students
- We focus on students' success and satisfaction and meeting the needs of the community
- We take pride in the quality of our organization and work, and we value, originality, integrity, consistency, and attention to detail
- We stay abreast of ever-changing youth culture, emerging communication technologies and design trends
- We set benchmarks and model high quality standards for students, faculty, staff, and community partners
- We lay utmost importance on discipline, punctuality, personal values and healthy practices
- We create an innovative environment for students and staff to develop an integrated personality
- Inclusive community projects

2.4. STRATEGIC PLANS

Strategic Plan	Action Plan
To create an increasingly high-quality and innovative educational experience for all students	<ul style="list-style-type: none"> ➤ Systematic Study Plan and practice Scientific Educational Practices in Teaching Learning Process ➤ Motivating students for participating in certification programs ➤ Conduct Orientation Programs, Value Added Courses, Bridge Courses ➤ Segment the students based on their past performance to provide customized training ➤ Invite experts from both industry and academia ➤ Subscribe for online courses offered by organizations like IUCEE/QEEE/NPTEL/ Coursera etc.
To provide employment and higher education opportunities for students	<ul style="list-style-type: none"> ➤ Develop Industry Institute Interaction ➤ Setup Liaison offices at all metropolitan Tier-1 cities in India ➤ Appoint dedicated placement team ➤ Arrange Internal and External placement training for all eligible students ➤ Create more internships ➤ Provide more placement opportunities ➤ Conduct entrepreneurship awareness programs ➤ Arrange training on GRE / TOEFL / GATE / Civil Services to aspiring students
To recruit, nurture and retain outstanding faculty and staff	<ul style="list-style-type: none"> ➤ Develop faculty award/reward system ➤ Customization of faculty ➤ Encourage the faculty to participate in workshops and conferences ➤ Promote research culture among faculty
To build culture of research among Students and Faculty	<ul style="list-style-type: none"> ➤ Encourage and provide necessary finance support to the workforce to actively participate in the research ➤ Apply for research center ➤ Use theme/special labs to train the students in latest tools and technologies
To promote community development and eco-friendly climate	<ul style="list-style-type: none"> ➤ Continuous services to the society through student and faculty involvement ➤ Arrange awareness on technical and nutritional knowledge to rural women through Radio Vishnu ➤ Establish infrastructure to achieve zero discharge, promote green practices and alternative energy sources

2.5. ORGANIZATION CHART



-----X X-----

3. HUMAN RESOURCE PLANNING

3.1. Working Days and Timings

The college works from 8.00 a.m. to 4.00 p.m. for six days in a week.

The total instruction weeks are 17 in a semester as notified by Jawaharlal Nehru Technological University Kakinada, Kakinada.

Vacation in each academic year will be given as per the schedule given by the affiliating university, Jawaharlal Nehru Technological University Kakinada, Kakinada.

There are two spells of vacation in each academic year, one each at the end of odd and even semesters approximately of 60 days in a year.

3.2. Job Responsibility

The workload is allotted to the faculty members as per AICTE norms.

Teachers have to perform a variety of tasks which include

a. Academic

- ✓ Teaching & Lab. Instruction
- ✓ Development of Laboratory, Curriculum and Resource Material
- ✓ Evaluation of students in the college internal and University Exams.
- ✓ Participation in the curricular and co-curricular activities
- ✓ Self-development through upgrading qualification, knowledge and skills.

b. R & D and Consultancy

- ✓ R & D Activities including Guidance Providing consultancy and Testing services
- ✓ Promotion of Institute Industry Interaction
- ✓ Encouragement for research Projects
- ✓ Encouragement of paper presentation and publication. Encouragement for book writing
- ✓ Executing R&D funded projects.

c. Administration

- ✓ Academic and Administrative Management.
- ✓ Design and Development of new programmes & Promotional activities. Mobilizing resources for the Institution.

d. Extension

Guiding the students in overall character development. Extension services by interacting with Society & Community. Providing technical support in areas of social relevance.

3.3. Salary & Disbursement

Based on the experience / qualification, salary is fixed as per AICTE norms. Dearness Allowance (DA), House Rent Allowance (HRA) are paid to the staff members as adopted by the State Government. The latest State Government DA is implemented on first October of every year. Annual increments are sanctioned to the staff members provided their performance and conduct are satisfactory.

The salary of each staff member is directly deposited in the staff member's account in Indian Bank at the institution campus. Income tax if any, and P.F. are deducted from the salary and paid to the Government.

3.4. Teaching Schedule

All the staff members, plan their teaching schedule, for the whole semester as per the syllabus prescribed by the University before the semester commences and lectures are delivered as per schedule.

Lesson Plan

Micro level lesson plans in each subject prepared by the teacher concerned are provided to students in the beginning of each semester so that they attend classes prepared in advance. This helps in better understanding of the subject and makes the classes more interactive.

A positive attempt is made to give extra knowledge to the student community in addition to the prescribed syllabus. The students are also exposed to the seminars by eminent experts from Industries / Institutions and workshops which cover advanced and industry related topics.

3.5. Evaluation of Faculty By Students

At the end of every semester, the students evaluate the teachers handling their subjects covering various aspects of student-teacher interaction through a computerized structured format.

The computer on-line-evaluation pertains to various aspects such as

- Ability to communicate effectively.
- Innovativeness in teaching methods
- Creating interactive environment in class room and encouraging probing questions from students.
- Proper planning in teaching activity.

Absolute confidentiality is maintained to avoid any identification of the individual assessors.

After the evaluation process is completed, the teachers found to be deficient are advised to improve by a committee consisting of Principal, Deans and the HOD concerned.

The administration has taken steps to encourage and reward teachers with excellent performance.

-----X X-----

4. SERVICE CONDITIONS

These rules are called “SRI VISHNU EDUCATIONAL SOCIETY & Dr. B.V. RAJU FOUNDATION - Employees Service and Conduct Rules”. (and come into effect from the date of approval by the Governing Body.)

4.1. Governing Body

It is a body constituted as prescribed by AICTE.

4.2. Executive committee

This committee is constituted with the Chairman of Governing Body as Chairman, Vice-Chairman, Secretary, Joint Secretary, Director, Principal and the Vice-Principal of the College as Members.

4.3. Cadres of Staff and Strength

a. Teaching Staff :

The Teaching Staff comprises of the following categories.

- Director / Principal / Vice-Principal
- Professor
- Associate Professor
- Assistant Professor

b. Supporting Staff :

This comprises of two categories.

- Supporting Staff (Technical)
 - Computer Programmer
 - Computer Operator
 - Laboratory Technician
 - Laboratory Attendant
- Supporting Staff (Non-Technical)
 - Manager
 - Admin. Officer / Office Superintendent
 - Asst. Librarian
 - Library Assistant
 - Physical Director
 - Stenographer
 - Office Assistant / Clerk
 - Attender
 - Driver

c. Cadre Strength :

The Cadre Strength i.e., the No. of Posts in each cadre shall be as approved by the Governing Body from time to time.

4.4. Qualifications & Experience

The Qualification and Experience required for the candidates to fill various posts shall be as decided by the Governing Body from time to time taking into consideration the norms prescribed by the AICTE/University/State Government.

4.5. Scales of Pay

Scales of pay, allowances and other financial benefits for various categories of staff shall be as decided by the Governing Body, keeping in view the scales suggested by AICTE/University/Government.

4.6. Method of Selection

Candidates shall be selected by one of the following methods, as decided by the Executive Committee.

- a. Direct Recruitment by open advertisement
- b. Invitation
- c. Promotions from amongst the existing staff

NOTE: Teaching Staff shall be selected by adopting methods (a) or (b)

Selection Authority:

Regular appointment of teaching Staff : Staff Selection Committee
Constituted by the University

Regular / Temporary Appointments or : Executive Committee Promotion of
Supporting Staff.

Selection by promotion from the lower category shall be on the basis of merit and ability. Seniority shall be considered only when merit and abilities are equal.

The Selection Committee interviews the candidates and makes its recommendations in the order of merit. The Selection Committee may reject all the candidates, if they are found not suitable.

Selection Committee adopts suitable selection procedure which is not open to questioning. It is the prerogative of the appointing authority either to appoint or reject the selection list.

4.7. Nature of Appointments

Appointments shall be categorized as follows:

a. Temporary appointments:

These are made to meet the exigencies of work, as procedure for regular appointment takes time.

b. Regular appointments:

These appointments are made by regular selection and recommendation by the competent committees.

4.8. Appointing Authority

All appointments are made by the Chairman/Vice-Chairman/Secretary/Joint Secretary/Director based on the recommendations of various committees. The recommendations of appointment are submitted to Governing Body for information and approval before issue of orders. In case of urgency, Secretary may take the orders of Chairman and issue Appointment Orders and bring before Governing Body for ratification.

4.9. Probation & Seniority

a. Reporting to duty:

At the time of reporting to duty, the staff members have to submit an undertaking that they would serve the Institute for a minimum period of two years and abide by its conduct rules.

They should also submit their original certificates of degree/diploma and marks sheets along with the undertaking.

b. Probation:

All directly recruited and regularly appointed staff shall be on probation for 2 years. Staff who are promoted from lower cadres shall be on probation for 1 year. Satisfactory completion of probation by each employee will be declared by the Governing Body. An employee is deemed to have completed probation satisfactorily, only if he / she receive a communication to this effect. The probation period can be extended by the Governing Body.

Declaration of probation does not confer on the employee any special right of permanence to continue in the post.

c. Seniority :

- Staff members in the higher cadre are senior to those in the lower cadre.
- Staff members on scale are senior to those on consolidated salary with the same designation.

Note: This does not apply to persons employed after retirement.

- Two or more persons appointed in the same cadre
 - One, who is ranked higher in the selection list, provided it is prepared as per merit, is senior irrespective of the dates of joining.
 - One who joined in the college earlier is senior to the others recruited in subsequent Interviews.
- If the list does not specify the merit order of selected candidates, then
 - Internal person is senior to external ones.
 - Seniority in the lower cadre is upheld, in case of internal Staff members, irrespective of their dates of joining.
 - One who joins the institute earlier is senior to the rest, in case of external candidates.
 - The person with higher age is senior, if two or more external candidates join on the same day.

NOTE:

- All the posts are filled by SELECTION and NOT BY PROMOTION.
- Internal staff members also have to appear before the Selection Committee, along with external candidates, for selection to higher posts.
- Existing seniority has no bearing on the recruitment to the higher cadre.

d. Resignation and Relief, Termination, Transfers:

➤ **Resignation and Relief :**

The following procedure shall be adopted by the employees to resign from the post they are holding.

Teaching Staff who completed Probation : 2 months notice or 2 months salary in lieu of such notice.

Supporting Staff who completed probation : 1 month notice or 1 month and Teaching Staff on temporary service salary in lieu of such notice.

In case, applications are submitted through the Institution for seeking employment / pursuing higher education, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any inconvenience to the academic programme in the college.

➤ **Termination:**

The management reserves the right to terminate the services of an employee, without notice, if he/she is engaged / involved in any Indisciplinary / unlawful activity detrimental for the interests of the Institution.

In case it becomes necessary to terminate the services of an employee for reasons other than indiscipline, the following procedure is adopted:

Teaching Staff who completed Probation : 2 months notice or 2 Months salary in lieu of notice

Supporting Staff who completed Probation : One month notice or one month and Teaching Staff on probation salary in lieu of notice

Others : No Notice.

➤ **Transfers:**

Staff recruited for the College may be transferred to other Institutions or Organizations run by Sri Vishnu Educational Society or Dr. B.V.Raju Foundation with no reduction in total emoluments at the discretion of Executive Committee with the approval of the Governing Body.

e. Orientation

- Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.
- The Principal shall take him/her to the department of his/her work and introduced to the Head of the Department.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and supporting members of his team.
- He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- The HOD will also ensure all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- He will introduce the new faculty member in the first class he/she is going to handle in every section of his / her assignment.

f. Promotions

- Eligibility norms for selection to higher scale/category of post are as laid down by AICTE.
- A staff member is required to inform the Principal about his/her acquiring higher qualification as it may be useful for his/her promotion. While informing the Principal, the individual should also submit a copy of degree certificate or any other relevant document.
- Internal staff members also have to appear along with external candidates before the selection committee for selection to higher posts.

g. Retirements

All teaching and non-teaching staff shall retire on completing the age of superannuation, i.e., 60 which can be relaxed by the Chairman. However, the age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

- When a faculty member completes the age of superannuation on a day of any month he/she shall be retired on the last date of that month.
- The College will communicate in writing before 3 months of retirement, as a measure of assistance to the retiring employee.
- If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.

-----X X-----

5. BENEFITS / INCENTIVES

5.1. Employees Provident Fund (EPF)

The members of the staff on permanent establishment are enrolled under EPF scheme and the contribution as fixed by the Government is deducted from their salary. The management makes an equal contribution.

5.2. Incentives & Awards

Awards have been instituted for the “Best Teacher” and “Best Counsellor” of Local Guardian scheme to be presented every year.

5.3. Retirement Benefits

- All employees, coming under the purview of the Employees’ Provident Fund legislation, shall be enrolled as members, on the date of their joining the College and on completing one year of service.
- The College contributes 12% of the pay subject to the ceiling of Rs.1800/- per person, towards the Employer’s contribution to the EPF Scheme.
- The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer’s contribution to the EPF Scheme.
- The College shall remit both the contributions as stated above to the EPF Scheme authorities.

5.4. Faculty Development

Since the development of good students depends on the quality of teachers, members of faculty are given necessary encouragement to improve their competence in various areas.

The plan for such faculty development envisages

- Deputing staff regularly for quality improvement programmes, Seminars, Conferences, Workshops, Summer and Winter continuing education courses.
- Providing opportunity to involve in research or developmental activities of their choice in the department and at the Institutional level.
- Identifying teachers with special talents and competence and encouraging them by honouring them with awards, monetary benefits etc.
- Teachers to organize training courses for personnel in Industries / Educational Institutions.
- Teachers to organize Seminars, Conferences, Summer and Winter Schools etc.

-----X ----- X -----

6. LEAVE RULES

6.1. General

- Leave of any kind cannot be claimed as a matter of right and will be granted only at the sole discretion of HOD/PRINCIPAL.
- Any leave under these rules can be granted in combination with or in continuation of any other kind of leave, except casual leave.
- No leave shall be granted beyond the date on which an employee must compulsorily retire.
- They are deemed to have come into effect from the date, the class work is inaugurated.
- Leave account of each employee is maintained separately by the Principal
- Unauthorized absence from duty not only results in cut in the emoluments for the period but also considered as misbehaviour inviting disciplinary action.
- An employee, on leave, can not take up any service or accept any other employment or remuneration.
- Application for leave on Medical ground shall be accompanied by a Medical Certificate by a Registered Medical Practitioner.
- Any employee on leave or on vacation can be called back to duty, in case of exigencies.
- All leaves can be availed only after due sanction by the sanctioning authority. Only in respect of casual leave applied due to sudden illness or such other emergency, it can be availed before sanction. As far as possible, it is obligatory to the employee to inform the sanctioning authority about his ailment of casual leave.

6.2. Casual Leave

12 days of casual leave in a year for the staff members who have completed 1 year service but proportionate to the Service put in by the employees during the year of initial recruitment.

6.3. Special Causal Leave

Seven days in a calendar for teaching staff sanctioned only for attending to Ph.D. work, Seminars / Workshops, Examinerships, etc.

6.4. Earned Leave

The Earned leave admissible to a permanent employee declared as eligible for vacation shall be 6 days in calendar year. The leave account of every permanent employee shall be credited with Earned leave every calendar year i.e., January - December.

The earned leave at the credit of an employee at the end of calendar year shall be carried forward to the next year, subject to the condition that the leave so carried forward plus the credit for the year does not exceed 120 days. An employee ceases to earn such leave when the leave reaches the limit of 120 days. Maximum leave that can be granted at a time is 120 days.

6.5. Half Pay Leave

The half pay leave, admissible to a permanent employee, on Medical or Health grounds shall be 20 days for every year of completed service. Maximum limit of accumulated leave is 60 days.

6.6. Commuted Leave

Commutated leave not exceeding half the period of half pay leave may be granted (to a non-vacation staff) on a medical certificate or on private affairs subject to the following conditions.

- When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
- The maximum commuted leave on private affairs that may be granted at a time shall be 120 days.
- If commuted leave on private affairs is combined with Earned leave the total period shall not exceed 180 days.
- The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.

6.7. Extraordinary Leave

Extraordinary leave shall be leave without salary and may be granted when no other leave is by rule, admissible or when other leave is admissible the employee applies in writing for the grant of Extraordinary leave. The duration of extraordinary leave on any one occasion shall not exceed 3 months without medical certificate, 6 months where the employee has completed a continuous services of not less than one year on the date of expiry of leave and the request for such leave supported by a medical certificate and two years for the purpose of higher studies or undergoing any professional training, provided the employee has completed three years of continuous service. Prior approval of the Management shall be taken before sanctioning the study leave.

6.8. Maternity Leave

A female employee may be granted maternity leave on full pay for a period of 60 days from the date of its commencement.

- a. 2 Months or 60 days maternity leave with full salary may be given for the staff members who have put in a minimum 2 years service in our society.
- b. This benefit is given only once.
- c. Staff members availing this leave have to give an undertaking before availing leave that they will work for a minimum period of 2 years after their return from leave.

Maternity leave not exceeding six weeks may be granted in case of miscarriage or abortion including induced abortion provided that the application for leave is supported by a medical certificate. Maternity leave shall not be admissible to a female employee who has two or more living children. Maternity leave may be combined with vacation or any other kind of leave except casual. Such leave not exceeding 60 days may be granted without production of medical certificate. The Maternity leave shall not be debited against the leave account.

6.9. Vacation

Out of the total number of 90 days (approx.) vacation declared at the end of odd and even semesters in each academic year, a staff member, under category ‘Vacation staff’ is eligible to avail upto a total number of 60 days (maximum) vacation in an academic year.

All the vacation staff is expected to be on duty during the rest of the 30 days as usual attending the college. However, the days on which the staff members attend to invigilation, evaluation, practical examination and such other works assigned by the College/University are treated as duty.

Detailed rules / guidelines governing eligibility and other details / conditions governing grant of leave are available for reference in the Institute office.

Staff members with one year’s experience can avail a total vacation of 1 month including the summer and winter vacations. Those who have put in less than one year’s experience will get proportionate vacation in a calendar year.

-----X X -----

7. CODE OF CONDUCT

An employee shall be governed by the following rules:

7.1. DO's

An employee at all times, shall

- Maintain absolute integrity and devotion to duty
- Attend the college regularly and punctually
- Engage classes, both theory and practicals, punctually and effectively.
- Correct the assignments and lab. records systematically.
- Be meticulous in submitting the question papers and marks of the internal tests.
- Warn the students concerned for their irregular attendance and poor performance in the internal tests.
- Be honest, impartial in dealings and courteous with others.
- Abide by the rules and regulations of the institution.
- Promote dignity and discipline among staff and students.
- Institute devices & mechanisms to improve academic standards.
- Acquire professional competence and enhance interpersonal competence among staff and students
- Facilitate team work and reinforce the feeling of oneness.
- Cooperate with the administration in complying with the imposed restrictions.
- Behave like a true Academician.

7.2. DON'Ts

- Knowingly or willfully neglect duties
- Propagate communal or sectarian outlook or incite / allow any student to indulge in communal or sectarian activity
- Discriminate against any person on the ground of caste, creed, language, place of origin, social and cultural background.
- Indulge in or encourage any form of 'malpractice' connected with examination or any other activity,
- Leave the campus, while on duty in the institute, without prior permission of the Head of the Institution.
- Remain absent from the institution, without leave or without the prior permission of the Head of the Institution,
- Undertake private tuition, either to students of SVECW or other colleges.
- Prepare or publish any books commonly known as Keys. However writing University level text books comes outside this purview.
- Enter into any monetary transactions with any student or parent.
- Cause, or incite any other person to cause, any damage to institution property,
- Indulge in any violence or any conduct which involves moral turpitude,
- Organize or attend any meeting without permission.
- Pass comments on the students' religious, regional, personal or cultural Sentiments
- Be a member of a political party or shall take part in politics

An employee who commits an offence or dereliction of duty or does an act detrimental to the interest of the college is liable for consequences.

7.3. Discipline

Any teacher who is violating the code of conduct will be subjected to appropriate disciplinary action.

If a teacher commits an act of misconduct or misdemeanor, anyone can report in writing to the Principal. The Principal shall hold a preliminary enquiry whenever the code of conduct is violated.

If the Principal is satisfied with the facts on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

He shall proceed with issuing a Show Cause notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his / her explanation.

On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment. The course of action for disciplining a teacher shall be under the following categories.

- Memo and censure
- Warning in writing, with recovery of amount, where financial loss is involved.
- Suspension from work without remuneration
- Dismissal or discharge from service

a. Where the punishment proposed is Suspension/Dismissal, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his / her case, observing principle of natural justice.

b. The Principal shall report the proceedings periodically to the Chairman.

The Code of Conduct continuously monitored by the following Monitoring Committees :

- Grievance Cell
- Internal Complaints Committee
- Sexual Harassment and Eradication Cell
- Women Protection Cell

7.4. Grievance Cell

The Principal shall constitute a Grievance Committee to redress the Grievances of the teaching and supporting staff.

The Grievance Committee shall be composed of three persons in the ranks of Head of the Department, or professor. The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year. Any teaching or supporting staff having a grievance, shall make a representation to the Committee.

The coordinator of the Grievance Committee shall include such grievance as an item of the agenda in the next meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately. The grievances shall be redressed immediately by the committee and the Principal shall be informed. The coordinator shall record and maintain the minutes of meetings.

-----X X -----

8. ROLES AND RESPONSIBILITIES

8.1. Roles and Responsibilities of Principals:

As the Head of Institution the Principal should possess remarkable leadership qualities which would lead to the overall growth of an institution. The Principal should maintain a balance between the different bodies prevailing within an institution by always meeting the vision and mission of an institution.

- Leadership:
 - Development, alignment and execution of strategic plan
 - Monitoring the curriculum implementation
 - Instructional and evaluation strategies
 - Motivation
- Culture:
 - Development and nurturing a balanced, rigorous, positive and safe culture among the stakeholders.
 - Human Resource Management:
 - Quality faculty and staff, Recruitment, Orientation, Development, Evaluation, and Retention
- Organizational Management:
 - Support, manage, and oversee the operations
 - Optimal use of resources of the Institution
 - Communication and Relations
 - Collaboration and engagement with stakeholders
- Professionalism:
 - Demonstrate behavior consistent with legal, ethical, and professional standards
 - Engage in continuous professional development
 - Contribute to the profession.
- Student Progress:
 - Foster student overall development in line with vision and mission of the institution.
- Regulatory Compliance:
 - Ensure that information is provided to all regulatory agencies permitting to the institution timely.

8.2. Roles and Responsibilities of Vice Principal

The Vice-Principal shall, in the absence of the Principal, assume the duties and responsibilities of the Principal.

Other duties of the Vice-Principal shall be those worked out by mutual agreement with the Principal.

8.3. Roles and Responsibilities of Dean Academics:

The Dean Academics has broad responsibility for the academic affairs of the Institute. He/She may from time to time issue instructions for carrying out the regulations relating to academic requirements of all undergraduate and postgraduate programs of the Institute. He/She is responsible for organizing the semester-wise academic offerings and the designation of faculty to serve as

instructors and coordinators for courses and other academic components such as projects and internships. He/She exercises special powers relating to withdrawal from semester, constitution of examination committees, probationary students, etc. He/She also serves as International Students Adviser. All the academic hods and librarian must report to Dean Academics for all academic matters.

- Faculty Administration and Welfare
- Specific Training for Placements
- Academic and Curricular calendars monitoring and preparation
- Hand Books and Lab manuals preparation and availability.
- Monitoring of attendance and attendance posting monthly and daily SMS
- Timetables and starting and monitoring of regular class works
- Library management
- Faculty Development Programs
- Planning and execution of theory and experiments beyond the syllabus

8.4. Roles and Responsibilities of Dean Administration:

The Dean Administration has broad responsibility for the administrative affairs of the Institute. He/She may from time to time issue instructions for carrying out the regulations relating to administration of supporting staff and overall maintenance of the institute infrastructure and ambiance. His/Her responsibilities include –

- Office Administration
- Supporting Staff administration and welfare
- Maintenance
- Office Administration
- Supporting Staff administration and welfare
- Maintenance of infrastructure
- Alumni
- Scholarships
- Fees
- Security
- Budget preparations
- Public Information Officer (RTI)
- Functions and meetings organization - involving faculty

8.5. Roles and Responsibilities of Dean R & D:

Dean R & D is responsible to monitor, guide and execute the institute research activities under following three headings:

- Sponsored research activity
- Consultancy work
- Basic research

Dean R&D has to improve and establish the industry institute link and maintain active Industry Institute links. Overseas Professional body activities and faculty research publications. Dean (R&D) has the crucial role of promoting research and scholarship within the Institute. He/She helps raise awareness of funding opportunities to support faculty research, and oversees systems and processes

related to externally funded sponsored/consultancy projects. He also oversees conference travel funding for faculty and research scholars, and facilitates conferences and workshops held at the Institute. His responsibilities include –

- Monitoring ongoing R&D and externally and Internally funded projects
- Reviewing and submitting various project proposals from institute
- Monitoring and mentoring faculty for technical paper publication
- Exploring and carrying out institute level consultancy works
- Overseeing CII activities and Professional bodies
- Medhamilan
- Inviting experts from Industry and arranging industrial visits and visiting faculty lectures
- Arranging and overseeing the students projects seed money
- Preparing R&D budgets and expediting the expenditure

8.6. Roles and Responsibilities of Dean Statutory Bodies:

- AICTE, UGC, JNTUK , NBA, NAAC online applications and Affiliation systems
- Maintenance of Institute website
- Networking and internet facilities in the Institute

8.7. Roles and Responsibilities of Dean Student Affairs:

The Dean Student Affairs has broad responsibility of fulfilling all the needs of the students and their parents by coordinating with other deans of the institute. Some of the responsibilities include

- Student's welfare
- Hostels & Canteens
- Students Discipline
- Student Development Programs
- Student outings
- Student technical tours
- Anti-raging measures
- Functions and meetings organization - involving students – College day and fresher's day
- Maintaining relationships with student parents
- Student clubs – educational, cultural and hobby clubs

8.8. Roles and Responsibilities of Dean ICT in Education:

The Dean 'ICT' in education has responsibility of implementing ICT in education by performing following activities

- Preparation of E Content for all the courses
- Preparation of video lectures of faculty
- Establishing Webinars facilities and conducting Webinars
- Maintenance and development of E- learning resources
- Maintenance of Overall Student information system and maintain online student records
- Conducting online student and stake holders feedback

8.9. Roles and Responsibilities of Dean ATL:

- Setup the special labs in different trust areas of science and technology
- Work closely with innovative labs around the globe.
- Execution of students projects.
- Campus level in charge of ATL.

8.10. Roles and Responsibilities of Dean Placements:

- Organize comprehensive and continuous in house placement related training programs for students.
- Organize lectures from experts on personality development and soft skills.
- Arrange short term campus readiness training with expert agencies just before the placement season.
- Liaise with agencies for student certifications and internships.
- Correspond with prospective recruiters for placements and build an effective network of potential recruiters and maintain a comprehensive database.
- Explore hiring opportunities in core companies for students.
- Eliciting the feedback from recruiters during placements and share the same with students and HoDs
- Coordinate with Heads of the Department on campus recruitment training, mock interviews and assessments.
- Coordinate with Training & Placement coordinators, administrative staff, and HoDs for logistics arrangement, facilities for campus interviews and smooth execution of placements.
- Timely receipt of offer letters/appointment letters after completing the interviews.
- Distribute appointment letters and collect acceptance letters from the students and handover/ dispatch to employees.
- Invite industry experts and alumni for interactive sessions with students.
- Get Updated the institute website with placement data, statistics and placement brochure etc.

8.11. Roles and Responsibilities of Controller of Examinations:

- Year / Semester End Question Paper Correspondence.
- Question bank preparation.
- Payments to the question paper setters.
- Issue of examination notifications and timetables
- Conduction of examinations
- Generation and distribution of question paper on the day of examination.
- Collecting comments from the departments.
- Safe custody of encoded answer scripts.
- Handing over and collection of answer scripts at spot valuation centre.
- Making payments at spot centre.
- Estimation and procurement of stationery for internal and external year / semester end examinations.
- Preparation of annual budget for examination section.
-

- Submitting the requirements for the upgradation of examination section.
- Procurement (design and printing) of grade sheets, provisional certificates, consolidated grade sheets.
- Organizing the results committee meetings and publishing of results.
- Organizing the malpractice redressal committee meetings to resolve the malpractice issue.
- Issue of notification for revaluation / recounting / personal verification.
- Getting scripts re-valued.
- Printing and issue of grade sheets, consolidated grade sheets and provisional certificates.
- Publishing final results of examinations
- Organizing graduation day.
- Making correspondence to JNTUK (Affiliating University) in all the aspects.
- Issue of duplicate grade sheets; consolidated grade sheets, provisional certificates and transcripts.
- Addressing student's grievances and ensuring of discipline in conduction of examinations.
- Organizing competitive examinations conducted by other institutions.
- Providing service to the organizations in setting question papers and conducting spot valuation.
- Maintenance and repairs of electronics' and reprographic equipment.
- Maintenance and repairs of examination section vehicle.
- Maintenance of accounts related to examination section, stock of equipment and stationery through ledger and daybook.
- Maintenance and adherence of examination section staff establishment rules.

8.12. Roles and Responsibilities of Heads of the Departments:

HODs shall report to the principal regarding various activities and take his guidance and advice in all academic matters. He is solely responsible in all aspects to run the department democratically, giving leadership and directing, monitoring, controlling and checking progress of his department. HODs are responsible for:

- Planning for department operations, maintenance and development of budgets and submit reports to GB for approval in consultation with Deans and Principal.
- Conducting DDC meetings for academic / laboratory development once in a year.
- Conducting DAC meetings once in a semester to discuss matters of academic interest.
- Submit performance appraisals of faculty and staff
- Preparing and submitting the departmental annual report to principal
- Assigning teaching schedules and workloads to all faculty and staff
- Distributing departmental work by forming appropriate committees with faculty members and assigning duties and responsibilities to run the department effectively, efficiently and democratically regarding.
 - Administration

- Academic Planning and Development
- Maintenance and up-keeping
- Examinations
- Association activities.
- Organizing industrial tours / visits
- Counselling students
- Training & Placement activities
- Co-Curricular and extracurricular works
- Research and project works
- Entrepreneur awareness
- Alumni contacts and others
- Library books, Journals, relevant to department
- Organizing expert lectures and add-on courses
- Monitoring faculty in discharging their academic and other duties such as:
 - Preparation of lesson plans and course work schedule
 - Encourage to enhance new skills and techniques
 - Displaying students attendance, internal marks, lab, performance, results
 - Intimating parents in critical cases
 - Obtaining faculty feedback and offering necessary counseling
 - Apprising the faculty, students and parents about VCE's mission and goals
- Maintaining constant rapport with faculty and students
 - Identifying thrust areas of R & D and interdisciplinary areas useful for employability of students
 - Improving qualifications
 - Overseeing the general maintenance of classrooms, labs.

8.13. Roles and Responsibilities of Faculty Members:

Faculty members are required to comply the following instructions:

- To mark the arrival time and leaving time in biometric system invariably before 08.00 AM in the morning and after 04.00 PM in afternoon.
- To put the signature in the attendance register before 08.10 AM
- To inform the irregularity of the students to the HOD.
- To submit a report after attending any workshop/seminar/winter or summer school after they come back and they should give a seminar on that topic to the students/other faculty.
- To be regular in evaluating the records of the students in the Labs.
- Not to reassign the work allotted to him/her to somebody else without permission of HOD/principal.
- Lab in-charge for each laboratory has to submit the requirement well in advance before the semester begins.
- To keep the faculty room clean.
- Faculty should record in the movement register when they go out during college hours after taking prior permission from the concerned HODs
- To submit the lesson plan to the concerned HOD before the

commencement of the semester, and copy of it will be returned after approval.

- To maintain teaching dairy (in the attendance register) and it is to be attested by HOD for every two weeks.
- The faculty members are supposed to give standard projects which are based on latest technology.
- To offer the counselling to the students allotted to them and motivate the students to excel in their studies.
- Each faculty should maintain Course file which contains:
- Syllabus, Lesson plan, course out comes, Mapping between course outcomes and POs, Lecture notes, Previous University and mid examination question papers, Tutorial problems with solutions, lesson diary, attendance register, evaluation procedure, CO attainment etc
- To engage classes regularly as per the time table and go to the classes punctually.
- Make the alternate arrangements for their class work, whenever they apply leave. It must be adjusted to the faculty who handles the subject to that particular class.
- Faculty should read the circular signed by the principal/HOD.

8.14. Roles and Responsibilities of Class Teachers:

- Advise the students who are irregular to the classes to be careful and inform the same to their parents over phone or by post.
- They should see that whether the attendance is entered in online regularly or not at the end of day
- The attendance of the students who have less than 75 % must be sent to the parents by post. It must be sent by registered post, if the attendance is less than 65 %.
- Internal marks of all the students should be sent to the parents.
- The class teachers are required to prepare the minutes of meeting held with CRs and same must be submitted to HOD within two days of the meeting. If any important point in the minutes is required to discuss with the Principal or Management it is to be brought to the notice of Principal through HOD.

-----X X-----

9. FACILITIES & AMENITIES

9.1. Staff Quarters (Vishnu Green Meadows)

Quarters for the Principal and a few faculty members are available in the campus.

9.2. Canteen / Fast Food Centre

The canteen is located in a spacious, well planned building to meet the needs of the students and staff and is equipped with modern cooking facilities. Hygienic and delicious food items are offered at reasonable rates in the canteen and Fast Food Centre.

9.3. Medical Care

A health clinic with all basic facilities is functioning under the supervision of qualified Doctors. Under emergency condition, the staff members are taken to Corporate hospitals in the town.

9.4. Sports and Games

The Department of Physical Education is providing sports facilities to the members of the staff of the college. They take part in shuttle, Table Tennis and Tennis whenever they are free. Apart from this, competitions are conducted for the staff and the winners are awarded with prizes on the college annual day.

-----X X-----